

MEMORANDUM FOR: Comptroller

FROM : James N. Glerum  
Director of Personnel

SUBJECT : Proposed Supplementary Guidance for FY 1983 Congressional Budget (Form 632a--Position Changes)

1. I would welcome your support for a proposed supplementary guidance for the preparation of the FY 1983 Congressional Budget. Form 632a would be used to provide information concerning changes in position level and in occupational mix. In December 1981, the supplementary guidance could be incorporated into the FY 1984 Program Call.

2. This Office has felt the need for a bridge from program planning and budgeting in order to give us more notice of anticipated changes in the requisite manpower mix. The proposed use of this form might also stimulate managers to give more thought to the manpower implications of program changes.

3. We have made an effort to minimize the impact on the components. Components changing position totals or mix would report on Form 632a. A component that expects no change in position level or mix would make a negative report on the form. We propose that occupations be dealt with in aggregated fashion by using "Occupational Families." Few offices would have more than half a dozen occupational families represented in their position structure.

James N. Glerum

Attachment  
Proposed Guidance for FY 1983

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Proposed Supplementary Guidance for FY 1983  
Congressional Budget

Position Justification--Full-Time Permanent Employment  
(Tab A of Program Budget Call, Dec. 1980; Form 632a)

Components must indicate a prospective change in positions for the end of FY 1983 or a significant change in occupational mix by using Form 632a for the FY 1983 Congressional Budget. Where a change of strength or of occupational mix is not expected, a negative report should be submitted on this Form.

The Form should specify anticipated changes (either increases, reductions, or mix changes) grouped by occupational families and itemized by grade. "Occupational Families" are aggregations of related occupations. A listing is attached that keys the occupational families to occupational code groupings.

The information given on Form 632a is for planning only and is not arbitrarily binding on the component. Even so, sound projections will assist manpower planning and position classification and thus be to the component's advantage.

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